

29 July 1974

MEMORANDUM FOR: Chief, Information Systems Analysis Staff

SUBJECT : FY-1974 Annual Report

1. In response to your request for more facts and figures on MPB's annual report, the following information should hopefully satisfy this requirement.

2. Under Section A, paragraph 2:

- a. There was a net increase of 33 new microform applications in the Agency. Assuming the conversion of all the documents indicated in these 33 new applications, documents held in Headquarters would be reduced by 1,416 cubic feet and those in the Records Center and Archives by 2,750 cubic feet.
- b. Thirty-eight older applications were reviewed during the period and many changes were suggested and/or implemented to make them more efficient and cost effective. While no attempt was made to cost out each and every suggestion, representative examples of how Agency resources were saved by reasons of MPB's suggestions are:
 - (1) As a fallout from MPB's survey of the Executive Registry, the DDM&S Registry also decided to film its document control slips, thereby saving six cubic feet of space.
 - (2) As a result of MPB's suggestions, the Office of Finance, Compensation and Tax Division is in the process of implementing a conversion of its bi-weekly payroll from COM cartridge to COM fiche. This will have the salutary effect of saving at least several thousand dollars in viewer-printer paper costs each year. In addition, MPB's suggestion to office landscape the area around this microfiche operation has also been implemented. The full effects of this change will not be felt, of course, until the second quarter of FY-75 when the installation will be completed.

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- (3) MPB's suggestion to relocate the COM machine from OJCS to PSD also has had beneficent effects on that operation by reducing the number of COM tape reruns. With the COM located in PSD, the operator is now able to make a determination early in the production to satisfy himself that he is getting at least satisfactory output. When the operation was being handled by computer operators, their lack of microphotographic experience prevented them from making such a test. All too often the poor results of the recording were not detected until after the exposed film was processed by the central lab. This resulted in repeated reruns and a waste of film and labor.
- (4) MPB recommended to Division D the replacement of their cartridge Miracode system with a jacket operation to facilitate not only the filming, but also the distribution of the data base to their field units. While the former system required that all the filming be [redacted] where the camera was held, now the filming is done on a 16mm camera in their own office in Headquarters. This has resulted in a more efficient operation and better control over the data.
- (5) A survey conducted in one of OTS' components revealed a sporadic need for increasing the output of microfiche duplicates for distribution to field units. The acquisition cost of a second microfiche duplicator was avoided by the component's borrowing one of MPB's units to get them over the hump.

Also in OTS the acquisition cost of a viewer-printer was avoided when MPB was able to recommend that a similar unit be brought back to Headquarters from one of its field units reporting that it no longer utilized the equipment.

- (6) MPB designed and implemented a computer-driven micrographics inventory control system which resulted in saving countless hours of both professional and clerical time heretofore spent in manually logging data. The computer data base provides a capability to do equipment analysis that was not possible with the manual system.

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3. Under Section B, Objective #2, numerous components who borrowed MPB's equipment throughout the year can be translated into 17 Agency components from all four Directorates. As of the end of the year 80 pieces of equipment were on loan with an inventory value of \$57,500.

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Chief, Micrographics Program Branch